

# Proposal for Lease Amendment

Date: [Insert Date]

[Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to propose an amendment to our existing lease agreement for the property located at [Property Address]. Due to [reason for the amendment, e.g., changes in business needs, financial adjustments, etc.], I would like to request the following modifications:

- [Proposed Change #1]
- [Proposed Change #2]
- [Proposed Change #3]

I believe these changes will benefit both parties by [briefly state how it is beneficial]. I am open to discussing this proposal at your earliest convenience and look forward to your favorable response.

Thank you for considering my proposal. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this matter further.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]